

Professional and Managerial Branch
Personnel Administrative Group
Training Series

TRAINING SPECIALIST

11/89

CHARACTERISTICS OF THE CLASS:

Under general supervision, develops, conducts and administers employee training courses; performs related duties as required.

EXAMPLES OF DUTIES:

Meets with division manager to identify specific training needs; develops an annual training program that documents the courses to be taught, a brief description of the course content, length and proposed attendees, and the approximate date(s); arranges for instructors and training locations; identifies courses that will be taught by outside instructors and makes appropriate arrangements; conducts some of the training as principal instructor.

Implements programs to ensure that training needs are evaluated, and that needed courses are prepared and conducted in an effective and timely manner; maintains a file of all relevant training courses that are available from outside sources, with special emphasis on training available from local sources, such as community colleges and vocational institutions; develops course subject, training outlines and other instructional materials; evaluates the usefulness of available audiovisual support materials.

Administers sign-ups for all courses; maintains lists of attendees for each course, and notifies attendees and their supervisors of any changes in dates and locations; coordinates the conduct of the training; ensures that the courses are taught as scheduled, and that staff participation is appropriate; evaluates the training sessions by means of employee and supervisor questionnaires, as well as interviews; modifies training program content as necessary; maintains an inventory of training materials and audiovisual support items; maintains employee training records.

MINIMUM QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a Bachelor's Degree in Education or a related field and two years of experience in developing and conducting employee training courses; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Good knowledge of the principles and practices of industrial education; good knowledge of the methods and procedures of industrial training ; some knowledge of the practices and procedures of conducting training needs assessment.

Ability to conduct training needs assessment and prepare appropriate training courses; ability to organize training materials; ability to assemble courses of instruction; ability to express oneself clearly and concisely, both orally and in writing; ability to establish and maintain effective working relationships with fellow employees, officials and the general public.

Licenses and Certificates: Texas Class "C" Driver's License or equivalent license issued by another state.

Director of Personnel

Department Head